

CRDM Committee Meeting Notes

Monday, February 6, 2012 / 1:00 pm – 2:00 pm / GSB 203A

Meeting Notes

Attended:

Melissa Rockwell-Hopkins
Dr. Randall T. Lee
Cynthia Ramos
Craig Ness
Cris Milligan
Emily Messa

Sameer Kapileshwari
Lillian Wanjagi
Mike Yancey
George Rea
Malcolm Davis

Not in attendance:

David Johnson
Spencer Moore
Laura Dhirani

Guests/Funding Requests:

1. Bobby Galvan/Fred McGhee – SR1 Restroom and 1st /2nd Lobby Refresh
2. Ken Oliver - Clinical Research Center Water Damage
3. Jim Norcom - Cameron Building 1st Floor Men's Restroom
4. Jim Norcom - Wortham Theater Fire/Life Safety
5. Sameer - Central Plant Chiller #4 Machine Repair
6. Jim Norcom - Design Status Updates for Eyewash Stations and Engineering S44

New Project Log:

Committee reviewed new projects funded as of 11/01/11 (reference CRDM New Project Log as of 01/21/12).

CRDM as of 1/21/12

Melissa provided a brief summary of CRDM budget reports. There is approximately \$2.9M in funds available for CRDM requests for remaining fiscal year (reference CRDM as of 1/21/12).

SRI refresh project

- Presentation provided by Bobby Galvan & Fred McGhee for a total funding request of \$466,000 (not to exceed \$500,000) to refresh and update the SR1 restrooms and lobby areas located on the first and second floors.
- Work can begin Fall 2012 and be completed by Fall 2013 as worked will need to be phased. These deferred maintenance items were included in the FCA reporting and were identified as a need but not life safety issue.
- Project funding went to vote and committee unanimously approved. Committee recommended first obtaining design review of the project and then reviewing possible accelerated project schedule.
- *Pending item – The art work located within the lobby areas was discussed and will be reviewed by the Art Committee and Emily Messa will follow up and report back to committee on options for renewal or replacement.

Clinical Research Center

Ken Oliver provided presentation of the water damage caused by recent rain that has impacted 20 rooms. An environmental study and indoor air quality test are scheduled to begin February 8, 2012. Project funding request in the amount of \$312,321.616 was put to vote and committee unanimously approved.

Cameron Men's 1st floor restroom (education side only)

Currently there are not enough men's restrooms on the first floor of the building (education side only). CRDM funding request in the amount of \$22,154 was presented to committee for voting and unanimously approved.

Central Plant Chiller #4

Water machine repair needed to 5000 ton chiller, funding request in the amount of \$404,250 presented to committee and unanimously approved.

Wortham Life Safety Issues

Life safety upgrades to this building are needed including but not limited to installation of sprinkler system and supporting fire pump. The estimated timeline of the project design will be completed in February/March 2012. The funding request of \$71,500 was put to vote and unanimously approved for design only.

Design Status Updates

1. The Eyewash Station installation project, previously approved for design only, will be completed by February/March. The full project funding will be presented at the next committee meeting for funding approval.
2. The Engineering S44 temporary repairs have been completed. Design for permanent repairs underway. Once design and construction estimate is complete Ken Oliver will take CRDM Committee on site visit prior to Construction update and vote.

ACTION ITEMS:

1. Cynthia Ramos to send Craig Ness a copy of the CRC water damage presentation for further review. Completed
2. Malcolm Davis to follow up with Joe Tremont (Fire Marshall) about those buildings on campus without sprinkler systems and provide update to the committee at next meeting.
3. Jim Norcom to obtain summary updates of the Eyewash Station and Engineering S44 CRDM project from the Project Managers, Kenneth Tolbert and Ken Oliver, respectively, to send out to committee.
4. Fleming report and pictures taken by Dr. Randy Lee to be sent to Melissa for review and to address before next committee meeting.

NEXT MEETING:

Monday, April 30, 2012 / 11am – 12 pm / GSB 203A

University of Houston

Capital Renewal & Deferred Maintenance Program



**Science & Research 1: FY'12 - General Refresh
Building #550**

February 6, 2012

University of Houston

Capital Renewal & Deferred Maintenance Program



• Overview of Project:

The 1st floor lobby area in Science and Research 1, is a major thoroughfare for UH pedestrian traffic, that is utilized by both students and visitors, along the west side of campus. This entry point becomes one of the areas that provides initial impressions on visitors to our campus.

With that amount of traffic comes the eventual wear and tear of the building's interior finishes and select facilities over time, which then requires maintenance and renovations to meet the building user's needs.

The proposed work, to repair and improve the existing facilities in this 43 year old building, conveys the department's continued efforts to achieve ongoing student success and maintain their research mission.

University of Houston

Capital Renewal & Deferred Maintenance Program



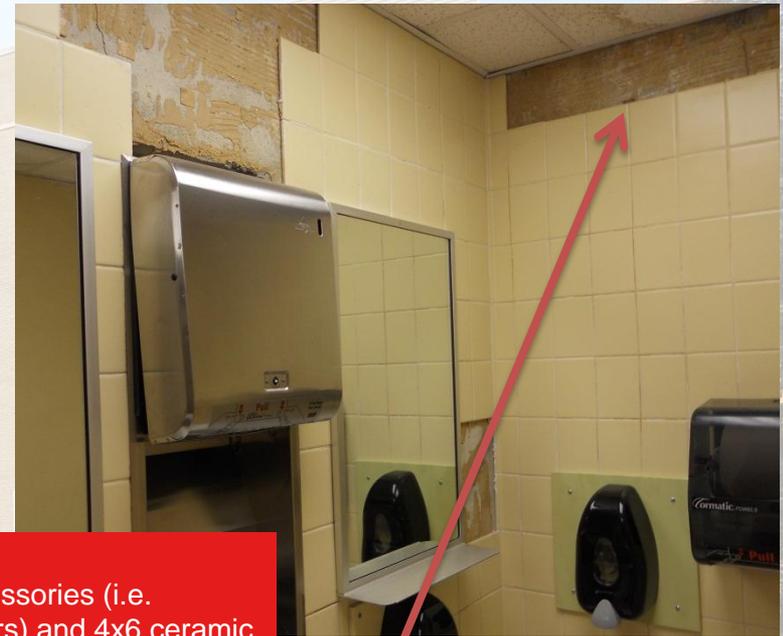
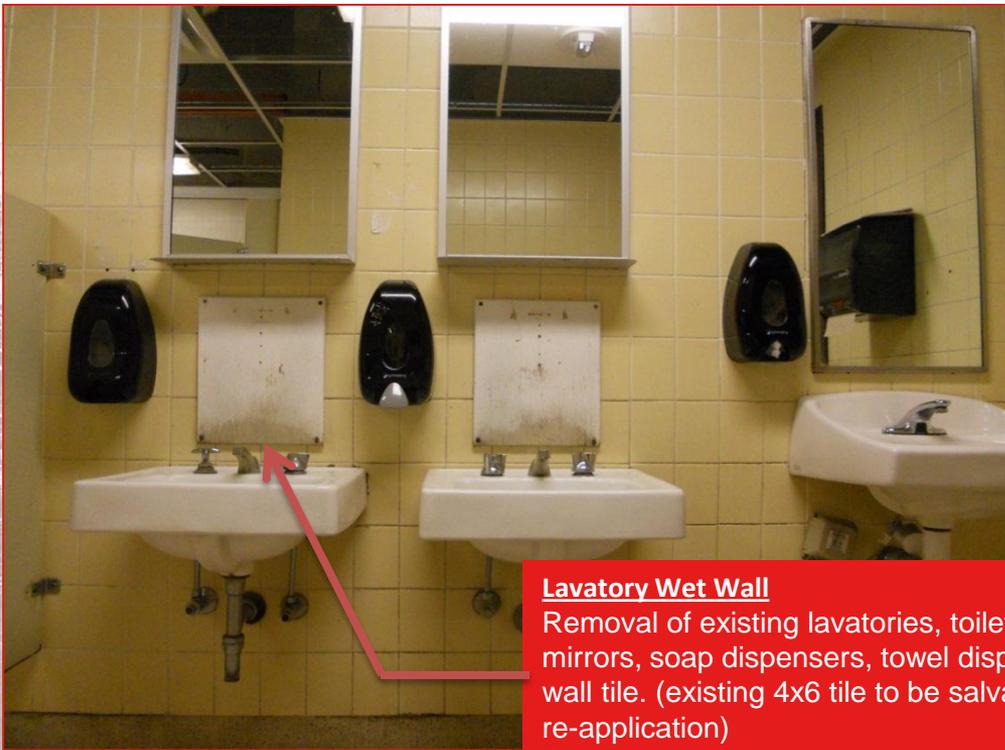
Scope of Proposed Refresh Procedures:

Restrooms:

1. Removal of existing lavatories, toilet accessories (i.e. mirrors, soap dispensers, towel dispensers) and 4x6 ceramic wall tile. (existing 4x6 tile to be salvaged, as necessary, for re-applications)
2. Install new 2x2 ceramic wall tile at lavatory wet wall, to match 2x2 wall tile previously installed at toilet wet wall.
3. Re-install existing lavatories with new controls, along with toilet accessories, and ensure all ADA requirements are maintained.
4. Patch various areas throughout each restroom with salvaged 4x6 tile
5. Repaint existing toilet partitions and replace partition hardware as required.
6. Refurbish existing terrazzo flooring by removing existing floor stains.
7. Repaint and/or replace existing urinal screens, as required due to rusting.
8. Patch and repaint existing plaster partitions at basement restroom.

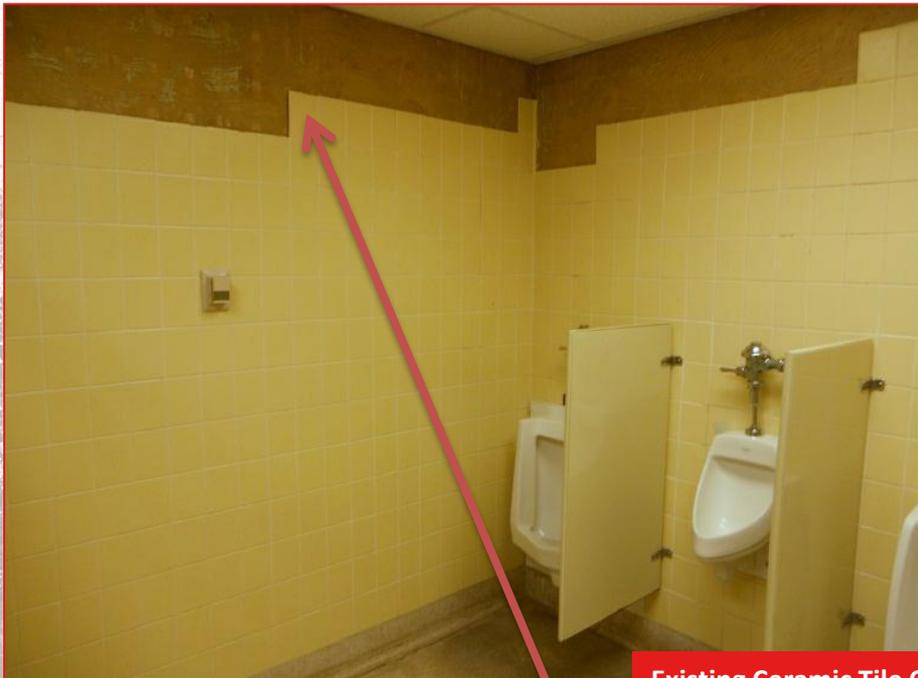
Lobby Area:

1. Clean existing perimeter plaster ceiling and prep for new painted finish, at the 1st floor elevator lobby, along with the replacement of existing recessed light fixtures.
2. Refurbish existing masonry base within the 1st floor elevator lobby
3. Provide new interior finishes to four (4) existing elevator cabs for appearance comparable to upgrades in surrounding public areas of the building.
4. Replace select light fixtures at 2nd floor elevator lobby, which also serves as work/study area for students, in order to provide improved work environment.



Lavatory Wet Wall
Removal of existing lavatories, toilet accessories (i.e. mirrors, soap dispensers, towel dispensers) and 4x6 ceramic wall tile. (existing 4x6 tile to be salvaged, as necessary, for re-application)
Patch partitions where old accessory mounting locations are to be discarded.
Install new 2x2 ceramic wall tile at lavatory wet wall, to match 2x2 wall tile previously installed at toilet wet wall.
Reinstall existing lavatories with new controls, along with toilet accessories that meet building standards, and ensure all ADA requirements are maintained.





Existing Ceramic Tile Off Walls
Utilize salvaged 4x6 ceramic tile to patch various areas throughout each restroom that has missing tile or areas where tiles are beginning to buckle.
Extent of tile replacement to be determined, upon further demolition and prep work around the damaged areas.



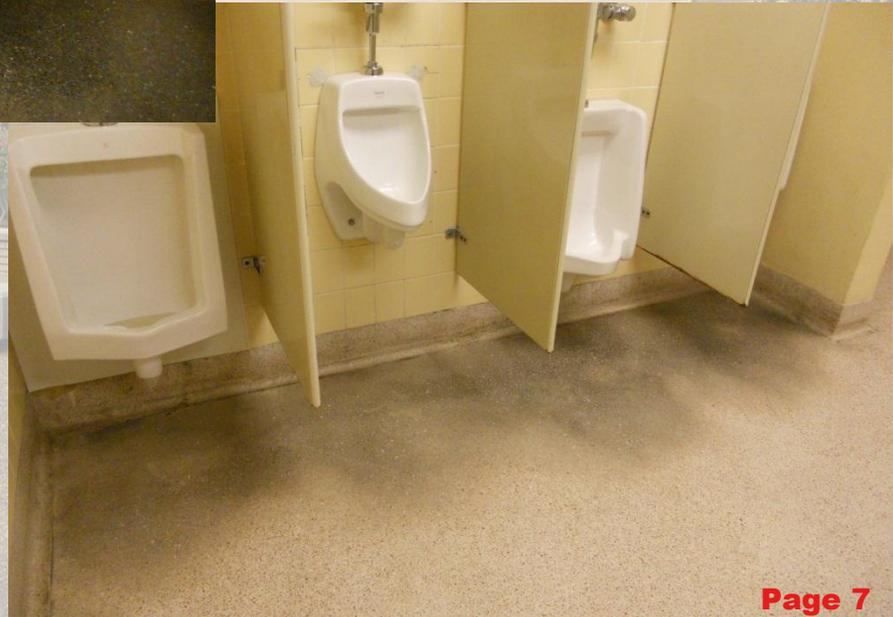
Toilet Partitions: Repaint and Hardware Replacement

Existing toilet partitions appear to be in adequate condition, however in various locations, repainting will be required. Pending the severity of the existing conditions, repainting may require removal and reinstallation. In various locations, toilet partition hardware will need to be replaced, or supplied to be reinstalled.



Terrazzo Stains

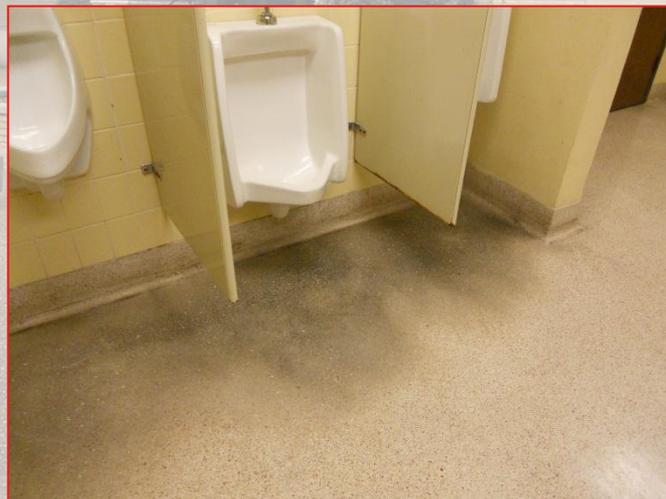
Existing terrazzo, within all the restrooms, has dark 'stains' around the toilet fixtures that will require refinishing or polishing.





Urinal Screens

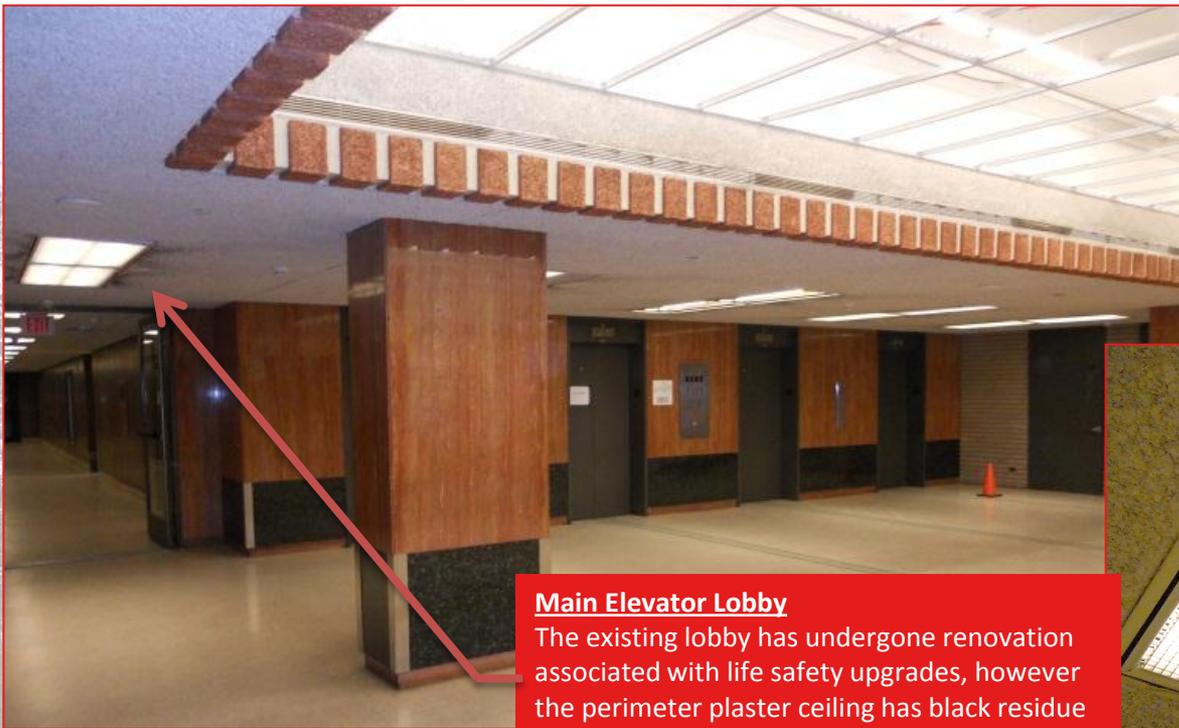
Existing urinal screens to be replaced and/or repainted, as determined by the extent of rusting present.





Cracked Plaster Partitions
Within the basement restroom, there are plaster finishes with a number of cracks. In some cases, the cracking appears to simply be chipping off. In other cases, cracks may be associated with the existing structure starting to fail. A new plaster finish will be required, with colors to match existing.





Main Elevator Lobby

The existing lobby has undergone renovation associated with life safety upgrades, however the perimeter plaster ceiling has black residue that will need to be cleaned and prepped for painted finish. Existing fixtures are to be replaced with updated new light fixtures to meet new building standards. Provisions will be made to refurbish existing masonry bases throughout the lobby area.





Interior Elevator Finishes
The existing elevators (4) have had the car controls updated to meet life safety standards, however existing finishes are old, worn and damaged. New finishes to include vct flooring, laminated paneling, lighting and paint to provide a standard, comparable to the interior upgrades scheduled throughout other public areas of the building.



University of Houston



Capital Renewal & Deferred Maintenance Program

• Project Budget Estimates:

Material & labor to provide general refresh at all public restrooms and public lobby space as outlined on page 3

• Architectural/Engineering Services	\$15,500.00
• Demolition and new construction	\$374,500.00
• Required Bonds	\$22,000.00
• UH In-House Services	\$10,000.00
• Contingencies	\$21,000.00
• <u>UH Project Management</u>	<u>\$23,000.00</u>

TOTAL ESTIMATED PROJECT COSTS \$466,000.00

Proposed costs, at this time, are based on visual assessments only and are not actual project costs.

Ultimate project scope, as reviewed and approved by Science and Research 1, will determine final project costs on a “not-to-exceed” limit.

• Project Schedule:

Pending CRDM approval, A/E services will begin arrangements required to solicit bids for work on this project. Construction will be tentatively scheduled to take place during the Fall 2012.

University of Houston

Capital Renewal & Deferred Maintenance Program



**Thank you.
Questions?**

CLINICAL RESEARCH CENTER 598

- Funding Requested \$ 312,321.66
- Design In Progress 02/01/2012
- Environmental study contract in signatures
- Construction NTP TBD
- Construction Complete TBD

Issues:

- Post January 9th and 25th rains have left the CRC facility with 20 rooms impacted with water damage.
- Several Tenured faculty have been displaced with one currently work on a Grant.
- There are two departments within the building: Psychology and The Communications and Learning Disorders.
- CHILDREN FREQUENT THE BUILDING DAILY FOR TESTING.

CLINICAL RESEARCH CENTER SOLUTIONS

● SHORT TERM SOLUTIONS:

- Remediation efforts are ongoing constantly due to the heavy rains, HEPPA VACUUMING, MICORBAN DISPERSION AND HEPPA FILTERED AIR SCRUBBERS to maintain IAQ.
- Enviromental study and indoor air quality tests are scheduled February 8, 2012, BAER Environmental will start conducting test.
- Containment efforts for the protection of the IDF/ IT closet. (This house's about \$65,000.00 worth of IT equipment for the building).

LONG TERM SOLUTIONS:

- Replace the internal guttering system at the perimeter of the building.
- Seal the "EFIS" membrane at the 20 locations

CLINICAL RESEARCH CENTER COST

- Remediation costs currently are \$ 31,682.17
- Roofing repairs \$ 24,880.00
- Remove dispose parapet wall \$ 7,209.79
- Rebuild parapet wall \$ 27,517.23
- Replace EFIS on parapet wall \$ 28,968.92
- Exterior paint and water seal \$ 16,203.78
- Repairs to exterior EFIS \$ 19,272.00
- Replace cap flashing \$ 6,779.96
- Replace gutter/downspouts \$ 15,149.48
- Interior restoration to offices \$ 43,168.08
- General costs \$ 12,531.52
- 10 /10 overhead/profit \$ 40,334.00
- Construction costs \$ 273,696.93

CLINICAL RESEARCH CENTER COST CONT.

- University Shop support \$ 3,000.00
- Contingency @ 7.5% \$ 20,752.27
- M&PP soft costs @ 5% \$ 14,872.46
- Approximate total for project \$312,321.66

CLINICAL RESEARCH CENTER



CLINICAL RESEARCH CENTER



CLINICAL RESEARCH CENTER



CLINICAL RESEARCH CENTER



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CLINICAL RESEARCH CENTER



CLINICAL RESEARCH CENTER



FACILITY CONDITION REPORT 2011

BUILDING REPORT		Clinical Research Services Center		BUILDING No.		598	
University of Houston		CAMPUS Main Campus					
Plumbing System: Storm Drainage		System Rating: 3		System Subtotal: \$30,000 (unresolved issues)			
<i>A low sloped roof takes water to the south end of the building where a gutter system uses down spouts to drain the roof. The down spouts in many places have come apart and damaged the building façade. There were also complaints of excessive standing water at parking lots during rain events.</i>							
Priority	Observed Issue	Project Classification	Resolution Budget	Funded	Resolved	Year Resolved	
2: Potentially Critical (Year 1)	Repair the gutter system around the perimeter of the building.	Planned Maint/Capital Renewal	\$30,000	<input type="checkbox"/>	<input type="checkbox"/>		
Plumbing System: Plumbing Specialty		System Rating: NA		System Subtotal: \$ (unresolved issues)			
<i>There are no plumbing specialties in this building.</i>							
Priority	Observed Issue	Project Classification	Resolution Budget	Funded	Resolved	Year Resolved	
4: Long Term (Year 6-10)	System not present.	Deferred Maintenance	\$0	<input type="checkbox"/>	<input type="checkbox"/>		
HVAC System: HVAC Generation		System Rating: 5		System Subtotal: \$ (unresolved issues)			
<i>The building is heated and cooled through packaged roof top units. The units appear to all have been replaced recently. The units are in good condition and there were no reports of malfunctioning equipment.</i>							
Priority	Observed Issue	Project Classification	Resolution Budget	Funded	Resolved	Year Resolved	
4: Long Term (Year 6-10)	No known issues.	Deferred Maintenance	\$0	<input type="checkbox"/>	<input type="checkbox"/>		
HVAC System: HVAC Distribution		System Rating: 3		System Subtotal: \$25,000 (unresolved issues)			
<i>The ductwork and insulation was reported to be in good working condition. Air distribution due to HVAC zoning is a problem. Recommend that engineering services be engaged to properly zone and balance airflow to establish better occupancy comfort.</i>							
Priority	Observed Issue	Project Classification	Resolution Budget	Funded	Resolved	Year Resolved	
3: Not yet Critical (Year 2-5)	Improve air distribution zoning and controls.	Planned Maint/Capital Renewal	\$25,000	<input type="checkbox"/>	<input type="checkbox"/>		
HVAC System: HVAC Controls		System Rating: 5		System Subtotal: \$ (unresolved issues)			
<i>The HVAC units have self-contained controls.</i>							
Priority	Observed Issue	Project Classification	Resolution Budget	Funded	Resolved	Year Resolved	
4: Long Term (Year 6-10)	No known issues.	Deferred Maintenance	\$0	<input type="checkbox"/>	<input type="checkbox"/>		

FACILITY CONDITION REPORT

SUMMARY 2011

UNIVERSITY OF HOUSTON
2011 Facility Condition Assessment

A. BUILDING SUMMARY

The Clinical Research Services Center is a 25,182 square foot plaster facade portable building originally constructed in 1998. The primary functions of the building include classroom and administrative spaces for the Department of Communication Disorders. The building is a single story structure situated in parking lot 8A and 8B.

According to all available documentation and meetings with UH staff, the building has not had any significant renovations or additions other than minor maintenance upgrades to systems and departmental spaces.

Information within the following report was gathered through review of Facility Condition Analysis dated November 19, 2001, Design Team review of current available documentation, and during interview and site visit conducted on November 11, 2011.

STRUCTURE

The building has no permanent foundation.

The building is a portable structure that was prefabricated and brought to the site for occupancy. The structure of this building appears to be in good condition with no specific issues reported by building staff.

SHELL

The exterior walls have been surfaced with plaster after certain decorative features were added with foam molding. The walls are in poor condition with portions of the walls stained, broken, and exposed foam molding. The exterior walls should be replaced or repaired and repainted in order to restore their integrity. Joint sealants should be replaced when showing wear to prevent further deterioration and water infiltration.

The roof was not observable at the time of visitation. According to satellite images, the roof appears to be a modified bitumen system that is original to the building. There have been reports of leaking according to building staff, and the roof is reaching its end of life. Also according to staff there were major repairs made in 2007, but the roof is still experiencing some of the same issues. It is recommended that the roof be replaced along with all flashing. Roof leaks should be repaired upon discovery to prevent further damage to the building. Inspections should be conducted as part of the regular maintenance schedule to prevent failures and leaks into the building. Areas with flashing and other penetrations should be paid careful attention, as well as areas of high traffic from maintenance personnel.

The building has dual-pane 1/8" glazed aluminum window assemblies that are original to the building and appear to be in fair condition. There are some reports of leaking in the windows. All of the windows and joint sealants around the windows should be replaced. Joint sealants at the windows should be inspected and replaced as necessary as part of the regular maintenance schedule. Windows should be kept clean, and insulated glazing showing evidence of a seal break should be replaced.

The building has several hollow metal exterior doors that are original to the building and appear to be in fair condition. Exterior metal doors should have the hardware serviced, and doors and frames should be painted as part of the regular maintenance schedule. Exterior doors and frames are more susceptible to deterioration due to the exposure to the elements, especially if not properly maintained.

588 - Clinical Research Services Center

1.1.1

UNIVERSITY of **HOUSTON**

PLANT OPERATIONS

Capital Renewal & Deferred Maintenance (CRDM)

PROJECT REQUEST FORM

Business Services Only Request # :

Project Title 1st Floor Men's Restroom	
Building # 586	Building Name Cameron Building
Emergency or Immediate Funding* <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Managing Shop/Area MPP
New Funding Request* <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Add Funding to Project #
Project Description/Scope (<i>attach any estimate prior to request</i>): Architect design fees to perform a study of the existing rest rooms for compliance with current TDLR accessibility regulations and review for compliance with current plumbing fixture counts under the International Building Code. There is currently no men's rest room located on the first floor and only one single men's rest room on the 2nd floor of the classroom side of the Cameron Building.	

Plant Ops Use Only

Desired Construction Start Date 02/01/12	Desired Completion Date 08/15/12	Contract Date
*If Emergency Provide Justification and impact on business continuity:	Shop Request:	Purchased Material & Services \$18,000.00
		In-House Labor \$1,000.00
		Contingency \$1,900.00
		Admin Fee (as applicable) \$1,254.00
		Total Estimate \$22,154.00

Requested By: Megan Connell <i>MC</i>	Date 1/17/12	Director: <i>George Rea</i>	Date 1-17-12
Department Contact:	Date	Division Administrator:	Date
Project Manager Assigned: Megan Connell	Executive Director, Facilities Management:		
Project Number Assigned:			
Funding Source:			
Submit completed Project Request Form to: George Rea, CRDM Program Coordinator E-mail: grea@central.uh.edu			

Submit by Email

GR

Item Description	Proposed Budget	% of Budget	Approved Budget	% of Budget	Committed Budget	% of Budget	Pending Change Orders	RFQ/RFI/ Approved Budget	% of Budget
A. PROFESSIONAL SERVICE FEES									
ARCHITECTURAL / DESIGN SERVICES	\$18,000.00	81.25%		#DIV/0!		#DIV/0!			#DIV/0!
LIFE SAFETY COMPLIANCE COSTS		0.00%		#DIV/0!		#DIV/0!			#DIV/0!
CONTRACTED PROJECT MANAGEMENT		0.00%		#DIV/0!		#DIV/0!			#DIV/0!
ADMINISTRATIVE COSTS		0.00%		#DIV/0!		#DIV/0!			#DIV/0!
OTHER PROFESSIONAL SERVICES		0.00%		#DIV/0!		#DIV/0!			#DIV/0!
SUBTOTAL	\$18,000.00	81.25%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
B. CONSTRUCTION COSTS									
SITE DEVELOPMENT		0.00%		#DIV/0!		#DIV/0!			#DIV/0!
DEMOLITION COSTS		0.00%		#DIV/0!		#DIV/0!			#DIV/0!
CONSTRUCTION - RENOVATION COST		0.00%		#DIV/0!		#DIV/0!			#DIV/0!
FIXED EQUIPMENT		0.00%		#DIV/0!		#DIV/0!			#DIV/0!
FURNITURE AND MOVABLE EQUIPMENT		0.00%		#DIV/0!		#DIV/0!			#DIV/0!
INSTITUTIONALLY PROVIDED SERVICES	\$1,000.00	4.51%		#DIV/0!		#DIV/0!			#DIV/0!
SUBTOTAL	\$1,000.00	4.51%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
C. MISCELLANEOUS COSTS									
ESTIMATED EMINENT DOMAIN COSTS		0.00%		#DIV/0!		#DIV/0!			#DIV/0!
EASEMENT RELOCATION COSTS		0.00%		#DIV/0!		#DIV/0!			#DIV/0!
ENVIRONMENTAL DEVELOPMENT COSTS		0.00%		#DIV/0!		#DIV/0!			#DIV/0!
OTHER MAJOR COSTS		0.00%		#DIV/0!		#DIV/0!			#DIV/0!
SUBTOTAL	\$0.00	0.00%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
PROJECT SUBTOTAL 1	\$19,000.00	85.76%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
PROJECT CONTINGENCY	\$1,900.00	10.00%		#DIV/0!		#DIV/0!			#DIV/0!
PROJECT SUBTOTAL 2	\$20,900.00	94.34%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
E. ADMINISTRATIVE SERVICE FEES									
ESTIMATE FEE (NON-REFUNDABLE \$500)	\$0.00	0.00%		#DIV/0!		#DIV/0!			#DIV/0!
SYSTEM PROJECT MANAGEMENT	\$1,254.00	6.00%		#DIV/0!		#DIV/0!			#DIV/0!
PROJECT SUBTOTAL 3	\$12,154.00	100.00%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
TOTAL PROJECT COSTS	\$32,154.00	100.00%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!

MConnell

Megan Connell, Project Manager

1/17/12

Date

Client / Owner

Date

[Signature]

Supervisor

1-17-12

Date

Certifying Signature

Date

11 January 2012

Megan K. Connell
Project Manager
Minor and Planned Projects
UNIVERSITY OF HOUSTON
Facilities Management
4211 Elgin – Room 122
Houston, Texas 77204

COURTNEY

HARPER +

PARTNERS

ARCHITECTS

3801 Kirby Drive, Ste 244
Houston, Texas 77098

713/521-7379 V
713/521-4588 F

Re: Cameron Building Restroom Upgrade/ADA
Fee Proposal for Consultant Services

We appreciate your consideration of the CH+P team to provide Consultant Services related to the above referenced project. We have reviewed the project information that was provided to us by the Owner and have visited the project site in preparation of this fee proposal.

The CH+P team will provide the following Basic Services for this project:

Pre-Design Assessment

- The Architect will perform a limited survey of the existing building for compliance with current TDLR accessibility regulations. The limited survey will include review of accessible parking spaces currently in place and the building entrance. The ramp that leads to the building entrance will also be reviewed for compliance. NOTE! The toilet room upgrades do not “trigger” TDLR requirements for the parking and building entrance unless the upgrades/renovations require that adjacent offices be reconfigured as a component of the toilet room upgrades. The associated reconfiguration would be considered an alteration to the primary function which may cause the TDLR reviewer/inspector to also require compliance by parking and building entrance.
- Review of Cameron Building for compliance with current plumbing fixture counts under International Building Code with City of Houston amendments. This will assist in determining if the existing fixture count could be reduced thus avoiding possible encroachment on existing adjacent offices during the toilet room upgrades.

Design Documents

- The Architect and MEP Engineer shall visit the Project site and become familiar with conditions at the site including the systems of the existing building.
- The Architect shall proceed with design using electronic floor plan backgrounds furnished by the Owner. Basic Services includes field verification of the existing conditions for this project and the incorporation of the existing conditions into the background drawings.

Design Documents, contd.

- Based on the Owner provided Project Information including space programming requirements and equipment requirements, the Architect shall verify the project requirements and then prepare Design documents and a preliminary estimate of probable construction cost that describes the Project.
- The Architect shall deliver to the Owner electronic copies of the Design documents for review. The Owner will review the Design documents, provide comments that may adjust the scope or quality of the Project and authorize the Architect to proceed with Construction Documents. The Architect shall incorporate into the documents such changes as are necessary to satisfy the Owner's review comments.
- The Architect shall attend one (1) Design phase meeting with U of H personnel as part of Basic Services. Architect shall document, draft and distribute meeting minutes.

Construction Phase Scope of Services

- Once approval of the Design documents has been received, the Architect shall prepare the Construction Document package. Based on the Owner approved Design documents and any further adjustments in the scope or quality of the Project or in the project budget authorized by the Owner, the Architect shall prepare Construction Documents and a confirmation of probable construction cost that describes the Project.
- The Architect shall deliver to the Owner electronic copies of Construction Documents for review at 95% completion. The Owner will review the Construction Document package, provide comments that may adjust the scope or quality of the Project and authorize the Architect to proceed with completion of the Construction Documents. The Architect shall incorporate into the documents such changes as are necessary to satisfy the Owner's review comments. Changes to the scope of the Project initiated by the Owner after the completion of the Construction Document review will be considered Additional Services.
- The Architect and MEP Engineer shall attend one (1) Construction Document phase meeting with U of H personnel as part of Basic Services. Architect shall document, draft and distribute meeting minutes.
- The Architect shall assist the Owner in obtaining approval of authorities having jurisdiction over the Project. This Project will be subject to review by the Texas Department of Licensing and Regulation (TDLR) and the campus building inspections department having jurisdiction over the property. The Architect shall pay the fees associated with the TDLR compliance plan review at the time of plan review submittal. Plan review correspondence shall be addressed to the Architect and the Architect shall incorporate into the documents such changes as are necessary to satisfy the Plan Reviewer's comments. The Architect shall provide the Owner with a copy of all correspondence pertaining to TDLR compliance.
- Basic Service proposal is based on issuance of one (1) Construction Document package containing Construction drawings.

Contract Bid/Award Phase:

- The Architect shall participate in the Contract Bid/Award phase of the Project by issuing Addenda if required and by assisting the Owner in obtaining and evaluating bids or proposals.

Construction Administration Phase:

- The Architect's obligation during the Construction Administration Phase will commence with the award of the Contract for Construction and terminate with the final payment to the Contractor or 60 days after the Date of Completion of the Warranty Work, whichever occurs last.
- The Architect and Engineer will respond to email and telephone questions to clarify and provide interpretation of the Construction Documents when requested by the General Contractor and/or Owner.
- The Architect and Engineers shall prepare revised Contract Drawings where appropriate to illustrate and document a Change. Revisions due to Changes ordered by the Owner and not due to errors and omissions on the part of the Architect will be considered to be Additional Services.
- Review of the Contractor's submittals such as Shop Drawings, Product Data and Samples.
- Punchlist site visits by the Architect and MEP Engineer.

Additional Construction Administration Services that are available on an "as-requested" basis but which are not included in Basic Services include the following:

- Attendance by the Architect and MEP Engineer at the Pre-Construction meeting.
- Attendance by the Architect and MEP Engineer at regularly scheduled on-site construction meetings to observe the progress and quality of the executed work to determine, in general, if such work is proceeding in accordance with Construction Documents as part of Basic Services.

Consultants

This Basic Services fee proposal includes the services of a MEP Engineering consultant, Rice & Gardner, Inc. If the services of any other additional consultants such as structural engineers become necessary or are requested by the Owner, such services will be considered an additional service and will be billed at direct cost plus ten percent (10%). CH+P will not engage the services of any outside consultants without prior authorization by the Owner.

Additional Services

The following services are not included in Basic Services. However, they are available to be provided by the Architect if authorized in writing by the Owner:

- Provide coordination of work by the Owner's own forces, consultants, or by separate contractors.
- Provide services required for or in connection with the selection, procurement or installation of office furniture and equipment.
- Provide services of Consultants not referenced above that are requested or may become necessary for the Project.
- Provide data and telephone cabling specifications in excess of indicating junction box locations on the electrical plans.
- Provide Construction Administration Services in excess of those listed under Basic Services.
- Provide any other services not otherwise customarily furnished in accordance with generally accepted architectural practice.
- Revision of the Construction Documents upon completion of the Project to incorporate all Addenda, Change Orders and any modifications recorded by the Contractor on the As-Built Drawings maintained at the job site.
- Provide services after final payment to the Contractor or 60 days following Substantial Completion, whichever is later.

Reimbursable Expenses

Reimbursable expenses, including reproductions, postage and handling of documents intended for review and use by the Owner, reproduction of review and/or bid documents for use by Architect and Consultants, reproduction of Owner-provided documents related to the Project, fees paid to secure approval of authorities having jurisdiction over the Project (including TDLR review fees which are anticipated to be \$475.00), travel and parking expenses related to the Project, and renderings, models, photography and mock-ups requested by the Owner, are in addition to the Basic Services fees and are estimated not to exceed \$2,000. This amount is based upon the following: TDLR fee of \$475.00, \$1,000.00 printing allowance and \$525.00 for miscellaneous reimbursables such as delivery fees, plotting charges, and parking fees. ***The Owner will retain any amount of the allowance remaining at the close of the project.***

Fee Proposal

CH+P proposes to provide the previously described Basic Services for the “not to exceed” amount of \$12,000.00 (excluding Reimbursable Expenses and Additional Services Allowances). Of this amount, \$8,000 is for architectural fees and \$4,000 is for MEP fees. For Basic Services rendered in connection with this work, the Architect shall be compensated on an hourly rate basis per the following Billing Rates Schedule.

Principal	\$170/hour
Senior Architect	\$115/hour
Intern Architect	\$ 90/hour
Administrative Staff	\$ 55/hour

Compensation for Basic Services shall be in proportion to the services performed within each phase of service, the proportion of compensation and phases being set as follows:

<u>Phase</u>	<u>Proportion</u>
Design Phase	30%
Construction Document Phase	60%
Bidding or Negotiation Phase	5%
Construction Phase	5%

Additional Services requested for this project are in addition to Basic Services Fees are as follow. These amounts would be invoiced hourly with the advance approval of the Owner. ***The Owner will retain any amounts of the allowances remaining at the close of the project.***

- Additional Service No. 1. Assessment of existing accessible parking spaces and building entrance for compliance with current accessibility regulations.
Architectural: \$1,000.00
- Additional Service No. 2. Architectural and MEP fees related to asbuilt and CADD documentation of the building areas impacted by the proposed renovation.
Architectural: \$1,500.00
MEP: \$1,500.00

Compensation Summary:

Basic Services	\$12,000.00
Additional Services #1 and #2	\$ 4,000.00
<u>Reimbursable Allowance</u>	<u>\$ 2,000.00</u>
TOTAL	\$18,000.00

Please feel free to call with any questions or comments. We look forward to working with you on this project and are ready to initiate the work immediately.

Sincerely,

Courtney Harper, AIA
President

UNIVERSITY of **HOUSTON**

PLANT OPERATIONS

Capital Renewal & Deferred Maintenance (CRDM)

PROJECT REQUEST FORM

Business Services Only Request # :

Project Title Central Plant Chiller # 4 YORK OM 5000 Ton Chill water machine repair	
Building # 515	Building Name Central Plant
Emergency or Immediate Funding* <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Managing Shop/Area Facilities Operations & Maintenance
New Funding Request* <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Add Funding to Project #
Project Description/Scope (attach any estimate prior to request): Chiller # 4 YORK OM 5000 Ton Re-Tube Service. The Chiller was temporarily repaired late last year and now need permanent new tubes. This machine will be needed to meet the campus cooling load next summer since the other large York OM chiller being out of service due to the plant expansion project.	

Plant Ops Use Only

Desired Construction Start Date 2/20/2012	Desired Completion Date 5/30/2012	Contract Date 2/15/2012										
*If Emergency Provide Justification and impact on business continuity: Need to get machine on line for upcoming summer.	Shop Request:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Purchased Material & Services</td> <td style="text-align: right;">\$350,000.00</td> </tr> <tr> <td>In-House Labor</td> <td></td> </tr> <tr> <td>Contingency</td> <td style="text-align: right;">\$35,000.00</td> </tr> <tr> <td>Admin Fee (as applicable)</td> <td style="text-align: right;">\$19,250.00 \$40,500.00</td> </tr> <tr> <td>Total Estimate</td> <td style="text-align: right;">\$404,250 \$395,500.00</td> </tr> </table>	Purchased Material & Services	\$350,000.00	In-House Labor		Contingency	\$35,000.00	Admin Fee (as applicable)	\$19,250.00 \$40,500.00	Total Estimate	\$404,250 \$395,500.00
	Purchased Material & Services	\$350,000.00										
	In-House Labor											
	Contingency	\$35,000.00										
	Admin Fee (as applicable)	\$19,250.00 \$40,500.00										
Total Estimate	\$404,250 \$395,500.00											

Requested By: Jack Gill	Date 1/19/2012	Director: Sameer Kapileshwari	Date
Department Contact:	Date	Division Administrator:	Date
Project Manager Assigned: Jack Gill	Executive Director, Facilities Management:		
Project Number Assigned:			
Funding Source:			
<p>Submit completed Project Request Form to: George Rea, CRDM Program Coordinator E-mail: grea@central.uh.edu</p> <div style="text-align: right; border: 1px solid black; padding: 5px; display: inline-block; background-color: #e0e0e0;"> Submit by Email </div>			

Rea, George

From: Gill, Jagjeet S
Sent: Thursday, January 19, 2012 3:00 PM
To: Rea, George
Subject: RE: Message from 25C-4

Yes, I am OK. Thanks,

-jack

From: Rea, George
Sent: Thursday, January 19, 2012 2:51 PM
To: Gill, Jagjeet S
Subject: FW: Message from 25C-4

Jack could you confirm how you came to the Overhead fee on this one. According to the policy projects 100,000-500,000 should get charged at 5%

$350,000 + 35,000 = 385,000 * 5\% = \$19,250.00$

Let me know if you are ok with me changing the form to reflect this.

George
2-4862

From: Kapileshwari, Sameer
Sent: Thursday, January 19, 2012 11:12 AM
To: Rea, George
Cc: Gill, Jagjeet S
Subject: FW: Message from 25C-4

Approved.

From: Gill, Jagjeet S
Sent: Thursday, January 19, 2012 10:51 AM
To: Kapileshwari, Sameer
Subject: FW: Message from 25C-4

Sameer,
Please see the attached revised request as per your instructions. Thanks,

-jack

From: UtilityServices@central.uh.edu [<mailto:UtilityServices@central.uh.edu>]
Sent: Thursday, January 19, 2012 5:36 AM
To: Gill, Jagjeet S
Subject: Message from 25C-4

UH Building # 507 (Cynthia Woods Mitchell ctr. For the Arts -Wortham Theater)



UNIVERSITY of **HOUSTON**

PLANT OPERATIONS

Facilities Planning & Construction Department

UH Building # 507 (Wortham Theater)

Background information:

Facilities Management is currently asked for estimated cost to design three areas of the Wortham Theater, of Building #507.

This project has many components consisting of major sprinkler installation including new sprinkler pipe and heads, supporting fire pump, and auxiliaries, tie-in to fire alarm system, new generator set / ATS with all electrical tie-ins.

The Fire Alarm system is understood to meet current code. Any renovations calls for sprinkler system installation.

UH Building # 507 (Wortham Theater)

UHS - Plant Operations Facilities Management - Minor and Planned Projects Funding Cost Center)		Project Name: Wortham Theater Expansion Renovations SPRINKLER Project No.: XXXXXXXXX Project Location: Whortham Theater Bldg. No.: 507				PCB #: 1 Date: 1/22/2012 PM: James Norcom			
Item Description	Proposed Budget	% of Budget	Approved Budget	% of Budget	Committed Budget	% of Budget	Pending Change Orders	REVISED Approved Budget	% of Budget
A. ESTIMATED SPRINKLER SYSTEM									
	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
Sprinkler infrastructure install (construction estimate)	\$475,000.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
OTHER PROFESSIONAL SERVICES	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
SUBTOTAL	\$475,000.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
B. PROFESSIONAL SERVICE FEES (For Lifesafety Upgrades) CRDM									
ARCHITECTURAL / DESIGN SERVICES	\$11,000.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
WPM FEE LEAD ENGINEER	\$13,500.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
SHAH SMITH	\$47,000.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
INSTITUTIONALLY PROVIDED SERVICES	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
SUBTOTAL	\$71,500.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
C. MISCELLANEOUS COSTS									
Life Safety and Code compliance support	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
EASEMENT RELOCATION COSTS	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
ENVIRONMENTAL DEVELOPMENT COSTS	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
OTHER MAJOR COSTS	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
SUBTOTAL	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
PROJECT SUBTOTAL 1	\$546,500.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
D. PROJECT CONTINGENCY									
	\$54,650.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
PROJECT SUBTOTAL 2	\$601,150.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
E. ADMINISTRATIVE SERVICE FEES									
ESTIMATE FEE (NON-REFUNDABLE \$500)	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
SYSTEM PROJECT MANAGEMENT	\$18,034.50	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
PROJECT SUBTOTAL 3	\$18,034.50	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
TOTAL PROJECT COST	\$ 619,184.50	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!



Gowan, Inc.
5550 Airline Dr.
Houston, TX 77076-4998
Phone: 832-731-8893
Fax: 713.237.9208

Date: August 15, 2011

TO: University of Houston
4211 Elgin
Houston Texas 77204-1012

Budgetary 11081500JT
Quote

ATTENTION: Jagjeet S. Gill
Ref: Chiller #4 York 4000 Ton Retube Service

Provide labor and materials to:

- Remove refrigerant
- Remove heads and division plates.
- Cut access windows in chiller barrel
- Remove approximately 1700 tubes.
- Install new tubes, roll in end sheets, expand in support sheets.
- Weld up windows and provide ASME "R" stamp repair certification.
- Pressure test vessel and new tubes.
- Provide eddy current assessment of replaced tubes.
- Install heads and division plates.
- Evacuate and charge with refrigerant.
- Repair chiller vessel insulation.
- Start up and log chiller.

All work to be performed during normal working hours. Extracted tubes to be disposed of by Gowan.

Budget \$325,000.00
Price Three Hundred Twenty Five Thousand Dollars

Estimate Asbestos or Mold Abatement/Containment
Excludes Hazardous Material Disposal or Removal

Estimate Roofing
Exclusions Insulation except as noted
(if checked) Detail Construction Drawings
 Patching, Painting, & Signage
 Electrical
 Any work not outlined above
 Other, Overtime Labor

With the signature below we hereby authorize *Gowan, Inc.* to proceed with the above described work.

Jagjeet S. Gill

GOWAN, INC.

TITLE: _____

Jaxon Teddlie
August 15, 2011
Service Supervisor

This proposal is "Regulated by The Texas Department of Licensing and Regulation", P. O. Box 12157, Austin, Texas 78711, 1.800.803.9202, 512.463.6599,